



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON

No. 2020-35

Regarding the Sequim Emergency Coordination Center's Community Point of Distribution Plan.

Policy/Budget

☒

(Council)

City Clerk use only: Presented to Council _____

Administrative (City Manager)

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On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel coronavirus (COVID-19) outbreak that had been identified as a pandemic by the World Health Organization on March 11, 2020. The Proclamation was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19, and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

Subsequent to Governor Inslee's issuance of "Stay Home Stay Healthy" and "Safe Start" Proclamations, Washington State and local governments like the City of Sequim have issued a series of orders and guidelines aimed at controlling the spread of the disease and establishing programs to ameliorate the pandemic's impact on the public.

The Sequim Emergency Coordination Center (ECC) was first activated on March 17, 2020 to provide a centralized, multi-agency response to the crisis. One of its roles is to organize distribution of donated food and other necessities to members of the community in need.

On August 13, 2020, the Clallam County Sheriff's Office delegated authority to the ECC to conduct food distribution activities in the Sequim Operational Area until further notice (see attached).

On or around August 14, 2020, ECC members including the City of Sequim, Clallam County, and the Fire District determined that it would be advantageous to use certain City facilities for distribution activities, including the Guy Cole Event Center located in Carrie Blake Park (which is also the current site of the ECC when it is activated).

Using City facilities for this purpose may require temporary closures of some public amenities, traffic changes on some roadways, special signage and/or special uses of some facilities, and promotion in the media. This Emergency Order allows the ECC to take the necessary steps to implement its Community Point of Distribution plan.

NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Section 1. Guy Cole Event Center and Parking Lot Usage. The Guy Cole Event Center may be used as a Community Point of Distribution (CPOD) by the City of Sequim and Clallam County Fire District #3 from the hours of 9:00am to 3:00pm, Wednesdays, beginning August 26th, 2020 until there is



no more need or ability to continue distribution. The Guy Cole Event Center restrooms will be made available to volunteers and staff participating in the distribution activities. A storage room will also be utilized for collection, storage, and distribution of the food and other goods. As a City sponsored event, the City will waive rental fees for the Guy Cole Event Center.

Section 2. Carrie Blake Park. When the CPOD is active, Carrie Blake Park will be impacted by increased traffic on its internal roadways, on Blake Avenue, and on the abutting Trinity United Methodist Church parking lot. Traffic controls will be implemented with the use of mobile barriers, channelizers, cones, and signage. Personnel from Volunteers in Police Services (VIPS), and Community Emergency Response Teams (CERTS) will direct the flow of traffic. As a City sponsored event, the City will waive Special Event Permit requirements for the CPOD.

Section 3. Closure of Amenities. The parking availability around the Guy Cole Event Center will be restricted to volunteers and staff during the hours of 9:00am to 3:00pm while the CPOD is active. All other amenities will retain the statuses held and dictated by the current mandates and guidelines in effect from the City of Sequim and the Washington State Governor's Office.

Section 4. Notices and Publicity. Press releases, flyers, signage, newspaper articles, and radio stations will be utilized to inform the public of the location of the CPOD and other details of its operations. The City and Fire District will also post this information on their social media pages.

Section 5. Other Steps. This Emergency Order is not intended to restrict the actions the City and the ECC may take in facilitating the operations of the CPOD to only those specifically listed here. City staff may modify or supplement these actions on an administrative basis.

Section 6. Presentation, Ratification, Termination. Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection, if applicable. Rejected orders will be void after the Council vote rejecting them. Until such time as Council acts, Emergency Orders will be considered in full force and effect.

Section 7. Duration. Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager as applicable, this Emergency Order is effective immediately and remains in effect until all applicable emergency proclamations and orders are lifted.

SIGNED this 22nd day of September, 2020, at 10:00 hours.

CITY OF SEQUIM

A handwritten signature in black ink, appearing to read "Charles P. Bush", written over a horizontal line.

Charles P. Bush, City Manager

Approved as to form:

A handwritten signature in black ink, appearing to read "Kristina Nelson-Gross", written over a horizontal line.

Kristina Nelson-Gross, City Attorney

Attest:

A handwritten signature in black ink, appearing to read "Sara McMillon", written over a horizontal line.

Sara McMillon, City Clerk



**W. L. Benedict
Sheriff**

Clallam County Sheriff's Office

A USPC Accredited Agency

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Ron Cameron
Undersheriff

Brian King
Chief Criminal Deputy

Alice Hoffman
Chief Civil Deputy

Wendy Peterson
Chief Corrections Deputy

File:

August 13, 2020

To: Sequim Operational Area Unified Command

From: Ron Cameron, Undersheriff / CCEM Director

Re: Sequim Food Bank CPOD Delegation of Authority Extension

On June 2, 2020, Clallam County Fire District #3 Chief Ben Andrews and Sequim City Manager Charlie Bush, received a delegation of authority from me, acting as the Clallam County Emergency Management Director, to conduct central point of distribution (CPOD) duties in the Sequim Operational Area to aid in the delivery of food and material to residents in that area. Originally, it was estimated by the food banks, which are largely responsible for the supply string that the program would end by August 31, 2020. As a result, the original delegation indicated expiration for that date.

Since then, we have learned that supplies for the CPOD program may go on well into October of 2020 allowing the continuation of this much needed program during these emergent times. As a result, let this letter serve as written agreement by all parties to extend the delegation as originally written until further notice. All portions of the delegation remain in full force and effect. The opt out detail in the original delegation still applies, and parties can elect to terminate their participation at any time.

Sincerely,



Ron Cameron
Undersheriff, Director of CCEM



Ben Andrews, Chief
Clallam County Fire District #3



Charles P. Bush
Sequim City Manager